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**SECRET**

DRAFT  
1-12-72

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science & Technology  
Deputy Director for Support  
Heads of Independent Offices

SUBJECT : CIA Archival Program

1. It is necessary for CIA to retain certain of its records to document its activities for history.

2. We have the facilities at the CIA Archives and Records Center to store these records, but no program to insure their care and preservation.

3. I have instructed the Deputy Director for Support to appoint a CIA Archivist to work with your components to identify the records necessary to be retained and to establish an Archival Program for the Agency.

4. I hope you will give this your personal attention and support to insure that your components work with the Archivist in the establishment of the program.

William E. Colby  
Executive Director-Comptroller

STATINTL

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